



How to Order: Coil Bound Booklet

Step by step guide to placing an order



<http://pusd.myprintdesk.net/DSF>

RECOMMENDATIONS

Page Count – 20-600 pages (no less than 20 pages)

Cover Color Options - B/W or Color

Cover Print Options - Front/Back and/or Inside/Outside

Cover Media Options - Variety of card stock colors

Booklet Media Options - Variety of copy paper colors

Tabs - Yes

Mixed Media Option - Yes

Mixed Color Printing Mode – Yes

Supported File Types for Import

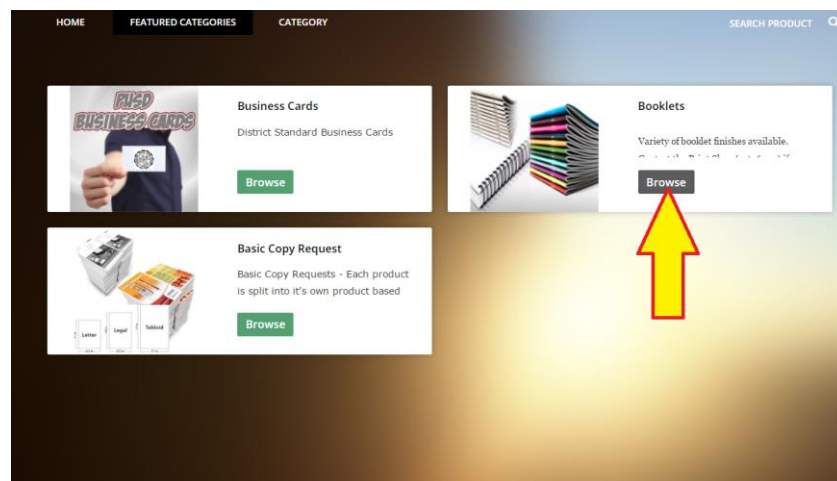
Extension	File Type
ai	Illustrator File
bmp	Bitmap
cpy	Adobe PDF
doc	Microsoft Word Document
docx	Microsoft Word Document
eps	Encapsulated PostScript
epub	Electronic Publication
gif	Graphics Interchange Format
jpeg	Joint Photographics Experts Group Format
jpg	Joint Photographics Experts Group Format
mobi	Mobipocket file format
odp	PowerPoint Presentation
ods	Excel Spreadsheet
odt	Microsoft Word Document
pdf	Adobe PDF
png	PNG
ppt	PowerPoint Presentation
pptx	PowerPoint Presentation
pub	Microsoft Publisher Document
pub	Microsoft Publisher Document
tif	TIFF
tiff	TIFF
xls	Excel Spreadsheet
xlsx	Excel Spreadsheet
zip	PKZIP

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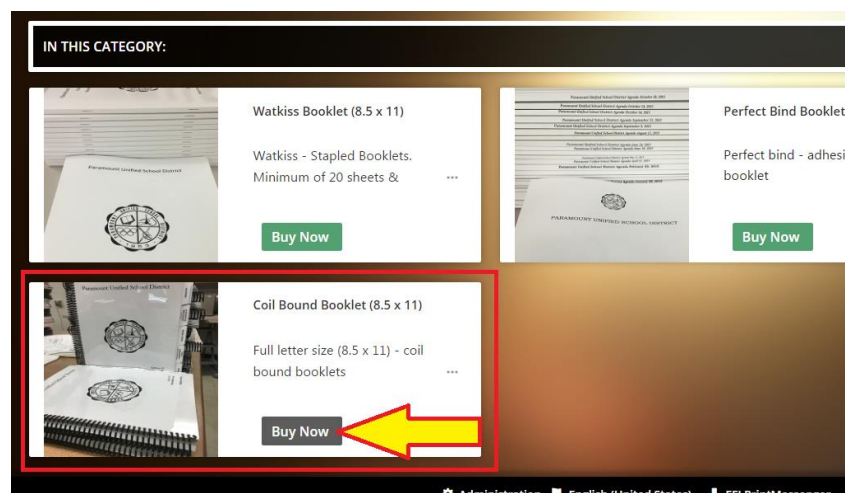
STEP 1 – Visit Print Shop Online website - <http://pusd.myprintdesk.net/dsf> and click on “Categories” or “Featured Categories” links at top of page, to find product categories.



STEP 2 – In the “Categories” page, click the “Browse” button to open the Booklets product category.

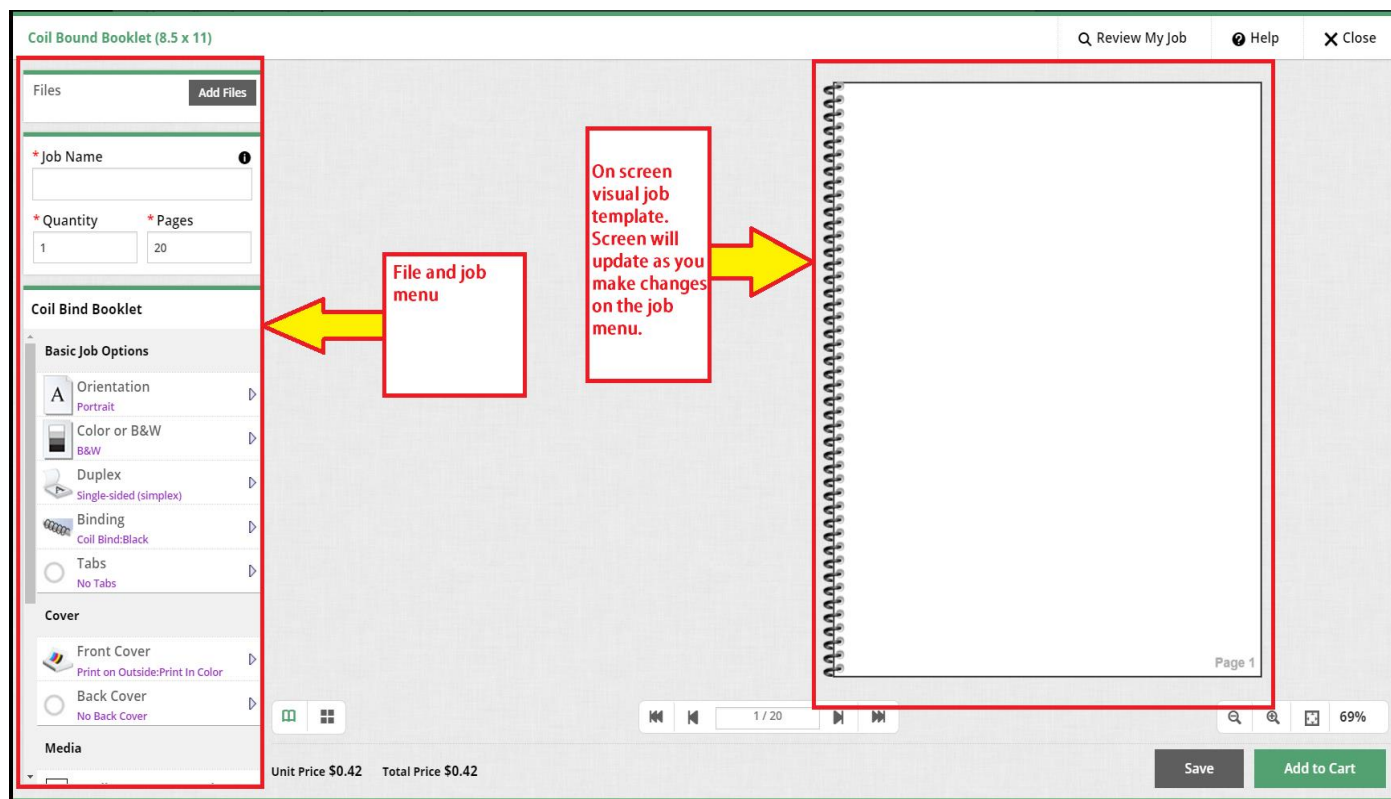


STEP 3 – In the Booklets product page, click the “Buy Now” button selection under the Coil Bound Booklet to open the Visual Product Builder to create your job.

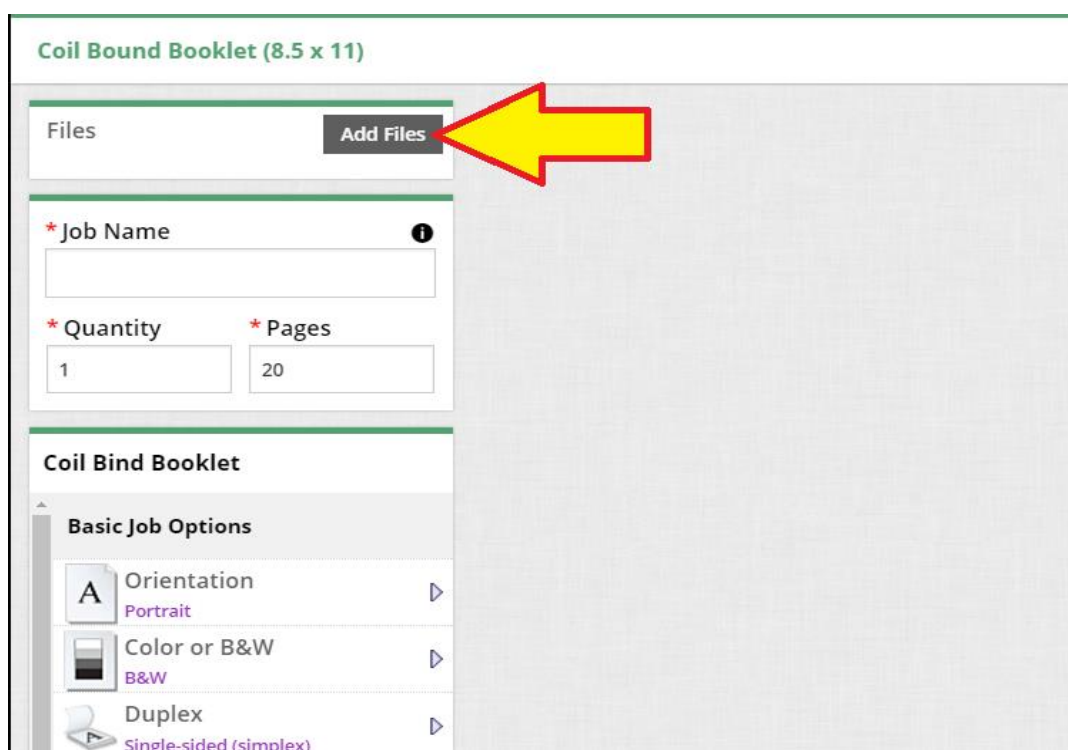


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STEP 4 – Once the Visual Product Builder screen is visible, you will see the blank job template on the right side of the screen and the file management & job menu on the left side of the screen.

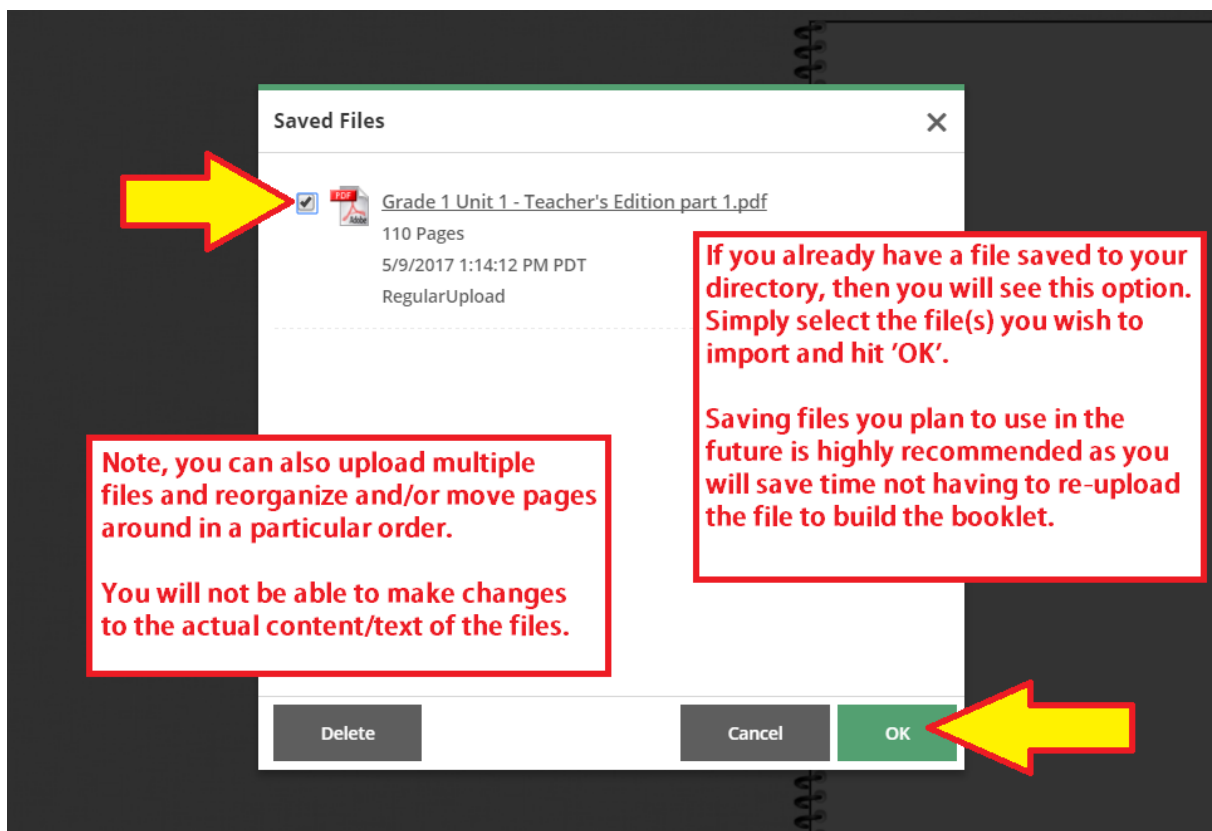
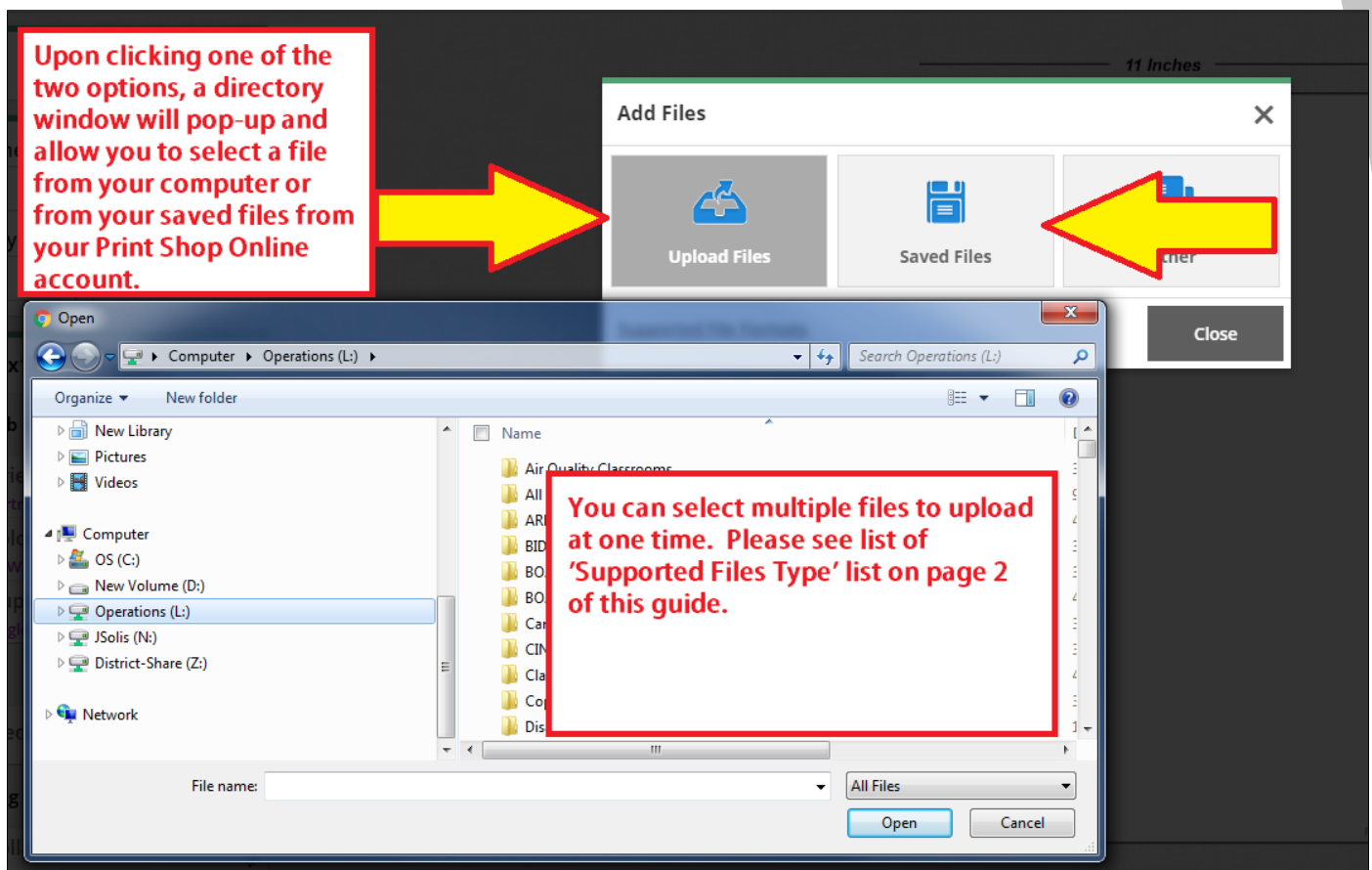


STEP 5 – Upload your original file(s) by clicking the “Add Files” button.



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STEP 6 – Locate the file you wish to import to begin building your print job.



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STEP 7 – Select the file and it will take you to the upload screen. (Unless you are using a previously uploaded file, stored in your 'My Saved Files' directory.

The 'Upload Files' dialog box shows two file entries. The first entry, 'Use of Facilities', is 310.00 KB and has a 'Save To My Files' checkbox. The second entry, 'Use of School Fa', is 96.50 KB and also has a 'Save To My Files' checkbox. At the bottom, there is an 'Add More Files' button and an 'Upload' button. Annotations include a red box pointing to the 'Save To My Files' checkboxes with the text 'Click this button if you wish to save file(s) for future use.' and 'Please note, each file will be converted into PDF format upon upload.' A yellow arrow points to the 'Upload' button.

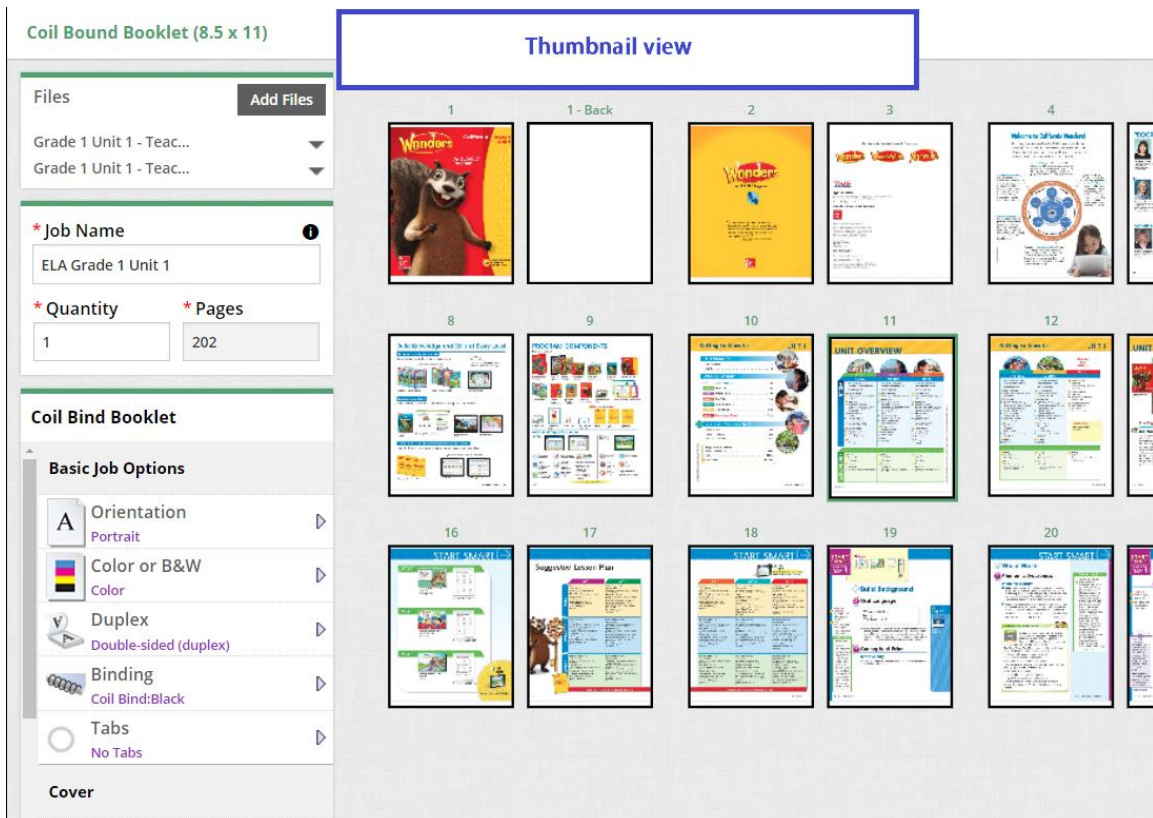
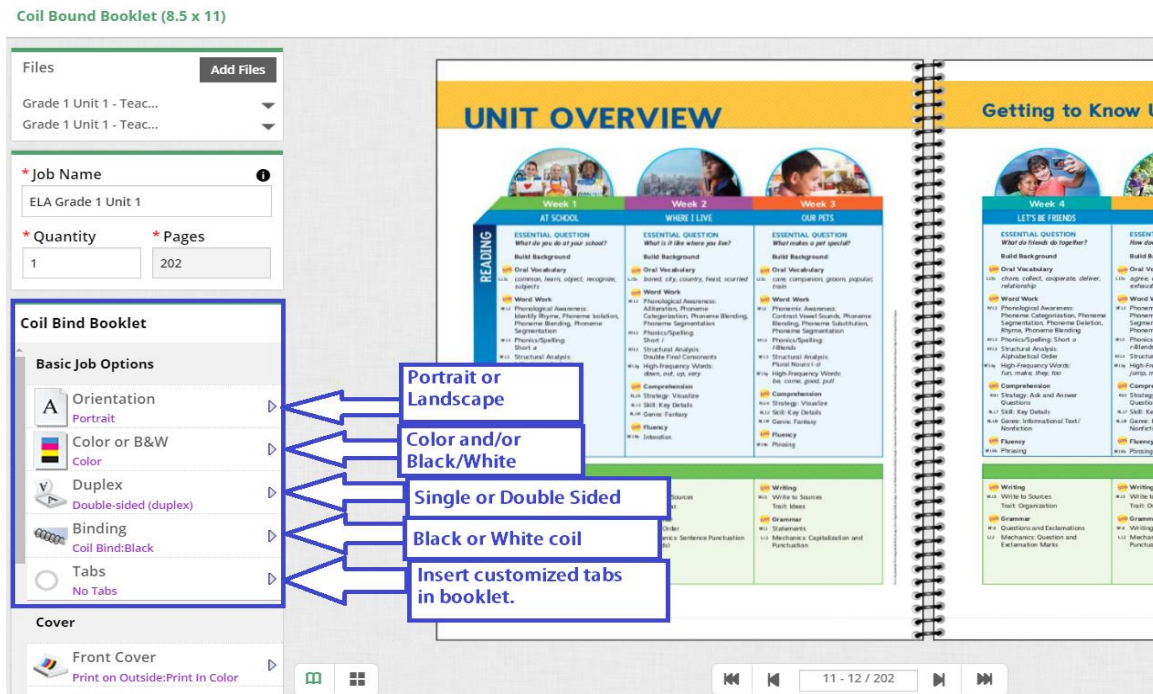
STEP 8 – Once the file(s) is uploaded, it will load onto the screen within the Visual Product Builder.

The Visual Product Builder interface shows a 'Coil Bound Booklet (8.5 x 11)' job. The 'Files' section lists 'Grade 1 Unit 1 - Teac...'. The 'Job Name' is 'ELA Grade 1 Unit 1' and the 'Quantity' is '1'. The 'Pages' are '202'. The 'Coil Bind Booklet' section shows 'Basic Job Options' including 'Orientation' (Portrait), 'Color or B&W' (Color), 'Duplex' (Single-sided), 'Binding' (Coil Bind:Black), and 'Cover' (Front Cover, Back Cover). The 'Screen viewing options' section shows 'Spread' view (current) and 'Thumbnail' view. The 'Price quote updates - LIVE' section shows 'Unit Price \$12.12' and 'Total Price \$12.12'. The 'Save' button is highlighted. Annotations include: 'File menu - to add or remove uploaded files, as well as other basic options. Click arrows next to file name to access menu options.'; 'Each request must have a "Job Name" and a total quantity requested.'; 'Job menu - Choose job specifications'; 'Screen viewing options - toggle between "Spread" view (current) or "Thumbnail" view'; and 'If needed, you can always SAVE a job & come back to it at a later time.'.

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STEP 9 – Basic Job Options

You will be able to choose the Orientation, Color Print Mode, Single or Double sided printing, Binding Type and Tabs.



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STEP 10 – Cover

For the coil bound booklet, you will have to select print options for both the front cover and back cover separately.

Grade 1 Unit 1 - Teac...
Grade 1 Unit 1 - Teac...

* Job Name
ELA Grade 1 Unit 1

* Quantity 1 * Pages 202

Coil Bind Booklet

Coil Bind:Black

☐ Tabs
☐ No Tabs

Cover

☒ Front Cover
Print on Outside:Print In Color

☐ Back Cover
No Back Cover

Media

☐ Media(Copy Paper, Wh...)

Finishing

Select options for front and back covers separately. You will need to specify if printing will be in color or B&W, the paper type for the cover, and if you will be printing on both sides of each.

Learn more about these options.

☐ Clear Plastic Cover

☒ Print on Outside

☐ Print on Outside and I...

Cover Options

Color or B&W ☒ Print In Color ☐ Print In Black and White

Filter Size ☐ Print In Color

<input type="checkbox"/> Card Stock, White	US Letter
<input checked="" type="checkbox"/> Card Stock, Amethyst	US Letter
<input type="checkbox"/> Card Stock, Blue	US Letter
<input type="checkbox"/> Card Stock, Canary	US Letter
<input type="checkbox"/> Card Stock, Gold	US Letter
<input type="checkbox"/> Card Stock, Gray	US Letter

☐ Add Clear Plastic Cover

Cancel OK

Select print mode Color or B/W

Select the media (paper) type for the desired cover selection. This will not affect the back cover or booklet contents.

Check box to add plastic cover.

How to Order: Coil Bound Booklet

STEP 11 – Media

Select the media type for the contents of the booklet. You will also have the option, for this product, to also mix different paper types and colors within the body of the booklet.

*** Job Name**
ELA Grade 1 Unit 1

*** Quantity** 1 *** Pages** 202

Coil Bind Booklet

☒ Double-sided (duplex)

Binding
☒ Coil Bind: Black

☐ Tabs
☒ No Tabs

Cover
☒ Front Cover
Print on Outside and Inside: P...
☐ Back Cover
No Back Cover

Media
☒ Media(Copy Paper, Wh...

Finishing

Click this option to open a window to see all the available media types for this product.

Media

Filter Size: Any Size Weight: Any Weight

<input type="checkbox"/> Copy Paper, Blue	US Letter
<input type="checkbox"/> Copy Paper, Buff	US Letter
<input type="checkbox"/> Copy Paper, Canary	US Letter
<input type="checkbox"/> Copy Paper, Goldenrod	US Letter
<input type="checkbox"/> Copy Paper, Green	US Letter
<input type="checkbox"/> Copy Paper, Pink	US Letter
<input type="checkbox"/> Copy Paper, White	US Letter
<input type="checkbox"/> Copy Paper, White 24lb	US Letter

☒ Fit content to paper - scale content up or down (use when file and page are different sizes)

Default, fit content to paper is selected for every job. This setting is recommended.

Cancel OK

Select the color and type of media for booklet contents.

How to Order: Coil Bound Booklet

STEP 12 – Finishing

In this section you will find options to specify the binding orientation and shrink wrapping options. Also, you will find the Special Pages, Special Instructions and Blank Pages options as well.

The screenshot shows the 'Coil Bind Booklet' ordering interface. On the left, a sidebar contains the following sections:

- Coil Bind Booklet**
 - ☐ Print on Outside and Inside: P...
 - ☐ Back Cover
 - No Back Cover
- Media**
 - ☐ Media(Copy Paper, Wh...
- Finishing**
 - ☐ Binding Finish
 - Binding Finish - Left
 - ☐ Shrink Wrap
 - No Shrink Wrap
 - ☐ Special Pages
 - ☐ Special Instructions
 - ☐ Blank Pages

On the right, a preview of the booklet pages is shown, including pages 17, 18, 19, and 20. The pages display various educational content such as 'PROCKIP DEMONSTRATIONS', 'UNIT OVERVIEW', 'Suggestive Lesson Plan', and 'START SMART!'. Blue callout boxes with arrows point to the 'Finishing' options in the sidebar, providing the following explanations:

- Specify binding finish of booklet.** (points to Binding Finish)
- Shrink wrap each/sets.** (points to Shrink Wrap)
- To make changes to specific pages in booklet.** (points to Special Pages)
- Place special notes or comments for Print Shop.** (points to Special Instructions)
- Option to add blank pages throughout the job.** (points to Blank Pages)

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STEP 13 – Placing Order

After you build your job and you approve of the final digital proof in the Visual Product Builder on the screen, you can proceed to place the order in the Shopping cart.

The screenshot displays the Visual Product Builder interface. On the left, there are sections for 'Build Knowledge and Skills at Every Level', 'Foundational Skills', and 'Think Smart for Smarter Balanced Assessments'. On the right, under 'PROGRAM COMPONENTS', various educational materials are listed, including 'Reading/Writing Workshop', 'Literature Big Books', 'Literature Anthology', 'Close Reading Companion', 'Interactive Read-Aloud Cards', 'Decodable Readers', 'Teacher Editions', 'Leveled Readers', 'Leveled Reader Lesson Cards', 'Classroom Library Trade Books', 'Your Turn Practice Book', 'Visual Vocabulary Cards', 'Leveled Workbooks', 'Assessing the CA CCSS', 'Reading Cards', 'Sound-Spelling Cards', 'Photo Cards', 'High-Frequency Word Cards', 'Weekly Assessment', 'Skill Assessment', and 'Structural Analysis'. A red callout box with a white border and a red arrow pointing to the 'Add to Cart' button contains the following text: 'Once all selections have been made and you are content with the finished product (proof) on your screen, hit the \'Add to Cart\' button. This will place the job in your shopping cart. You will have to complete the checkout process to place the order.' The bottom of the interface shows a 'Total Price \$12.12', a 'Save' button, and an 'Add to Cart' button.

Please note, you will also be prompted to approve a disclaimer that does not hold the Print Shop liable for any spelling or design errors.

The screenshot shows a disclaimer approval screen. A large yellow arrow points down to a red callout box containing the text: 'I have carefully reviewed and approve this job. The producer of this job will not be held responsible for design or spelling errors.' Below the text is a green button with a white checkmark and the text 'I Agree'.

How to Order: Coil Bound Booklet

Inserting Tabs

Coil Bound Booklet (8.5 x 11)

Files Add Files

Grade 1 Unit 1 - Teac...
Grade 1 Unit 1 - Teac...

* Job Name
ELA G

* Quantity
1

Coil Binding

Basic

Color or B&W
Color

Duplex
Double-sided (dup)

Binding
Coil Bound Booklet

☐ Tabs
No Tabs

Cover

Front Cover
Print on Outside and Inside: P...

Back Cover
No Back Cover

Unit Price \$12.12 Total Price \$12.12

You can also hit the 'Tabs' button on the job menu. This will open an extra window for adding tabs and managing any tabs inserted into the print job.

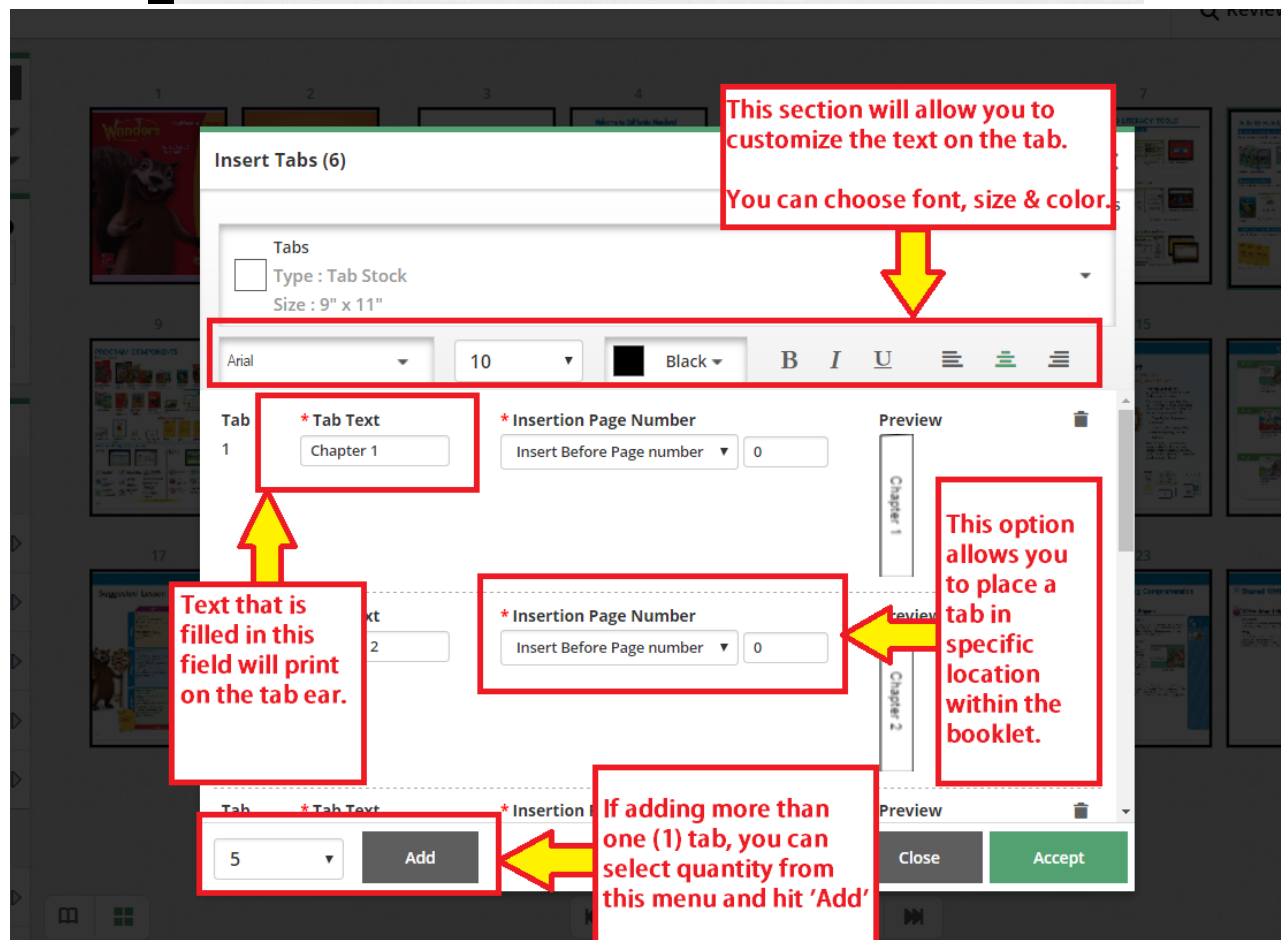
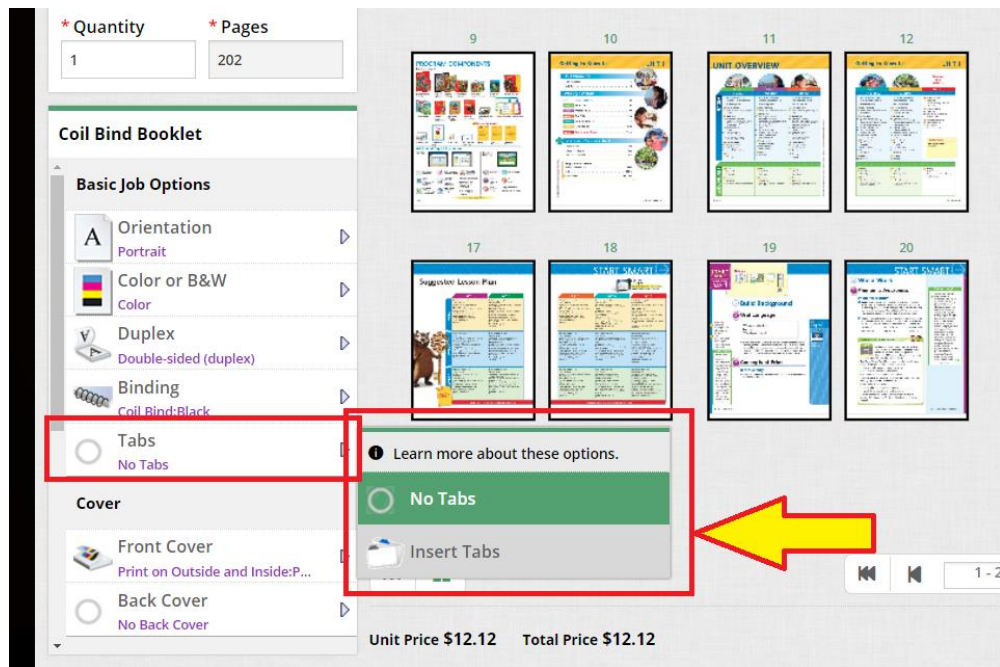
**Insert Tab Before
Insert Tab After
Insert Blank Before
Insert Blank After
Move to 'n' Page
Remove Page
Color or B&W
Change Media of this page**

A mouse right-click on a page within the Visual Product Builder screen will pull up the menu with special features.

How to Order: Coil Bound Booklet

Inserting Tabs (continued)

If you opt for adding 'Tabs' by selecting the button in the *Basic Job Options* section of the 'Job Menu', a pop-up window will allow you to add multiple tabs within your print job.



How to Order: Coil Bound Booklet

Inserting Blank Pages

Coil Bound Booklet (8.5 x 11)

Files **Add Files**

Grade 1 Unit 1 - Teac...
Grade 1 Unit 1 - Teac...

*** Job Name** **1**

ELA Grade 1 Unit 1

*** Quantity** *** Pages**

1 202

Coil Bind Booklet

Print on Outside and Inside:P...

Back Cover

You can also hit the Blank Pages button on the job menu.

This will open an extra window for adding blank pages.

Shrink V
No Shrink
Special
Special Instructions
Blank Pages

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24

Insert Tab Before
Insert Tab After
Insert Blank Before
Insert Blank After
Move to 'n' Page
Remove Page
Color or B&W
Change Media of this page

A mouse right-click on a page within the Visual Product Builder screen will pull up the menu with special features.

Unit Price \$12.12 Total Price \$12.12

1 - 24 / 202

How to Order: Coil Bound Booklet

Inserting Blank Pages (continued)

If you opt for adding 'Blank Pages' by selecting the button in the *Finishing Section* of the 'Job Menu', a pop-up window will allow you to add multiple blank pages within your print job.

Blank Pages (5) [X]

Blank 1	Insertion Page Number	Insert Before Page number ▼	0	[Trash]
Blank 2	Insertion Page Number	Insert Before Page number ▼	0	[Trash]
Blank 3	Insertion Page Number	Insert Before Page number ▼	0	[Trash]
Blank 4	Insertion Page Number	Insert Before Page number ▼	0	[Trash]
Blank 5	Insertion Page Number	Insert Before Page number ▼	0	[Trash]

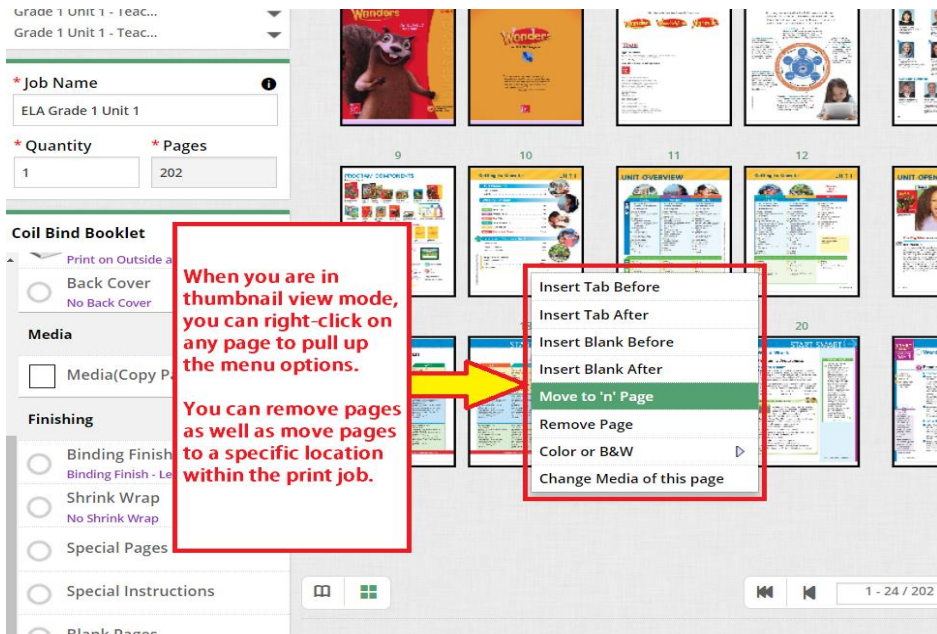
5 ▼ [Add] [Accept] [Cancel]

How to Order: Coil Bound Booklet

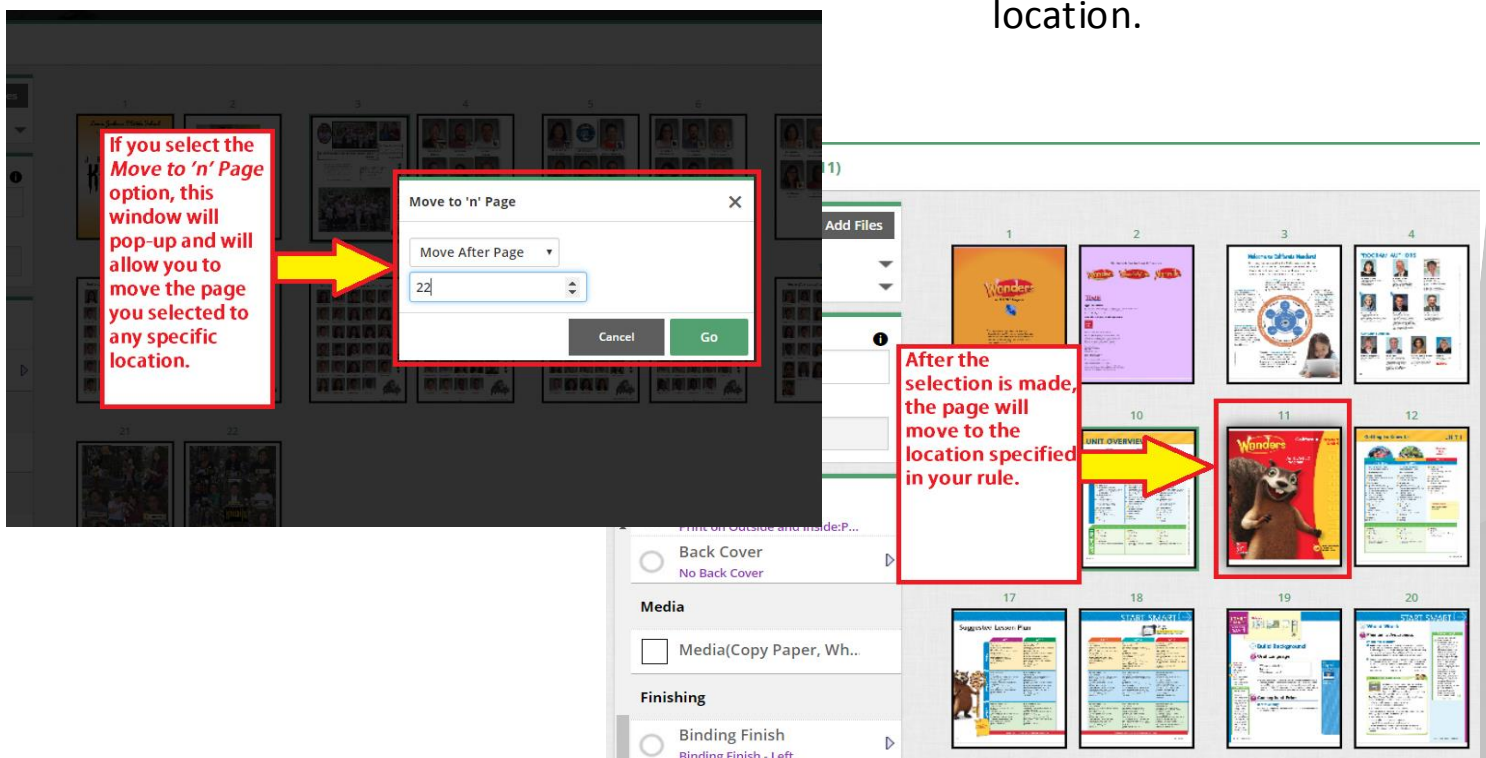
Arranging/Organizing Pages

Once a file is uploaded, you can also move pages and/or delete any unwanted pages within the document.

You can right-click on any page on the Visual Product Builder screen and it will pull up the extra options.



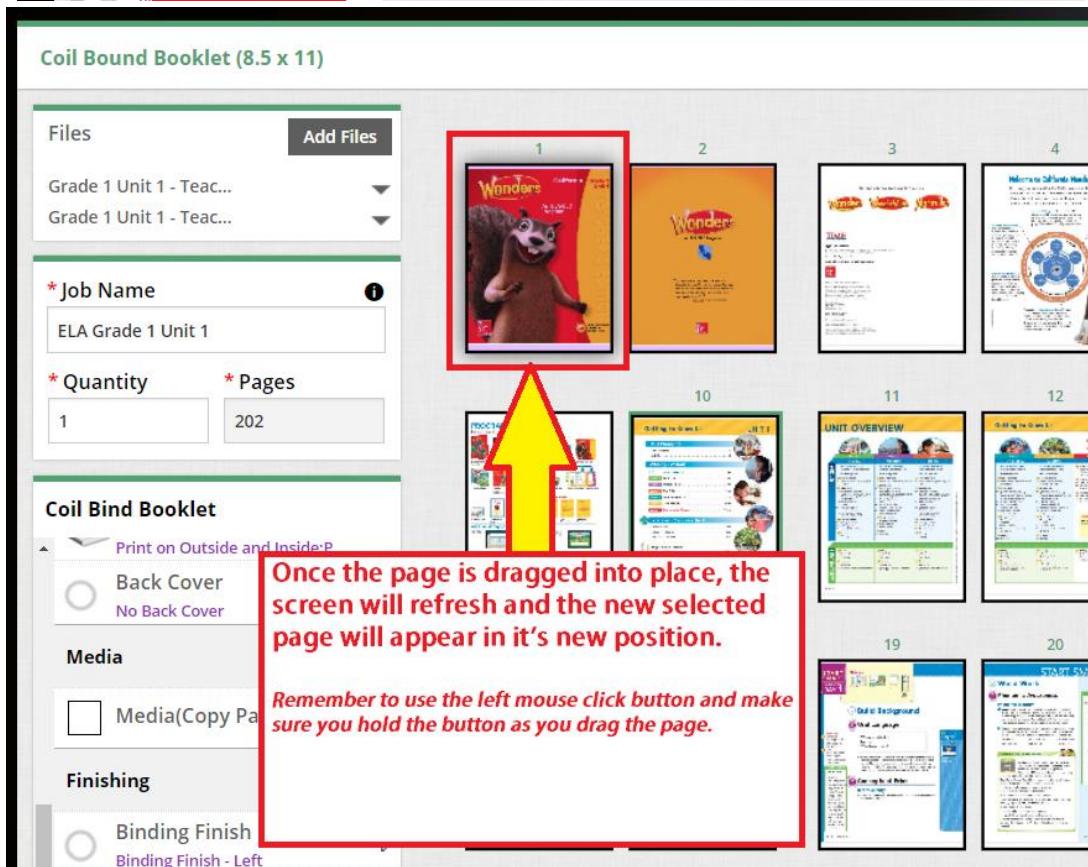
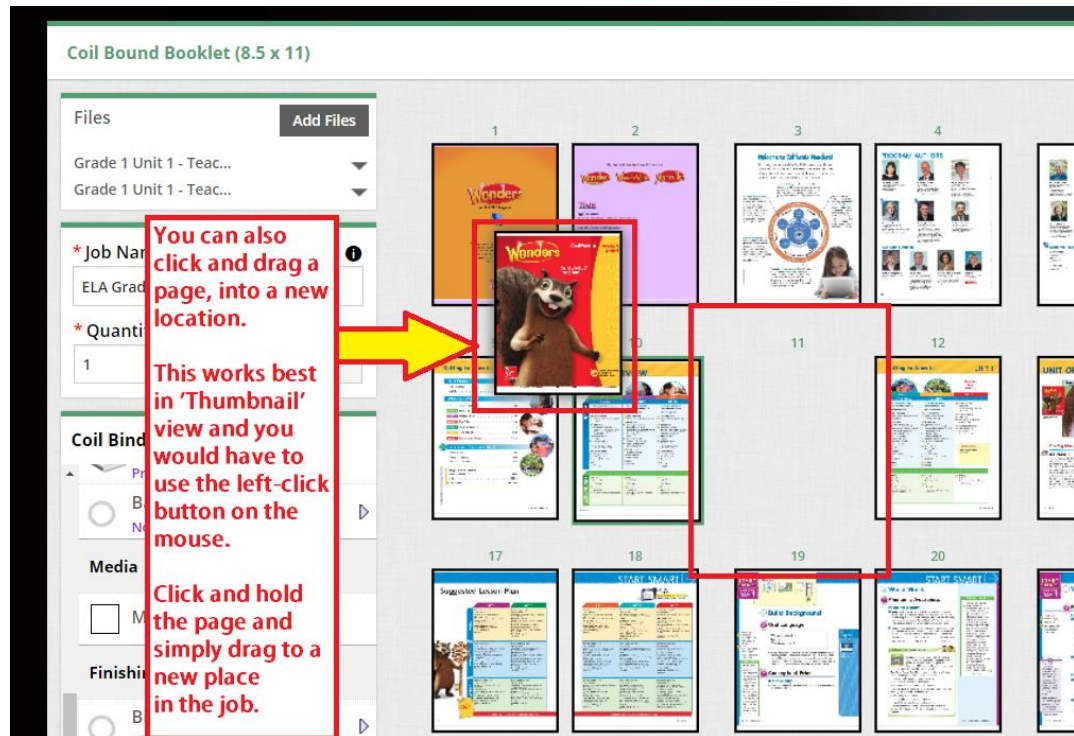
If you select this option by using the right-click button on your mouse, then a pop-up window will allow you to place the page in a specific location.



How to Order: Coil Bound Booklet

Arranging/Organizing Pages (continued)

Pages can also be arranged by manually clicking and dragging a page to a new location.



How to Order: Coil Bound Booklet

Mixed Impressions in Job (B/W & Color prints combined)

Users will also have the option of mixing color and B&W printing within the job. This is only available in the Basic Copy Request – Letter product and the Perfect Bind and Coil Bound booklets only.

Coil Bound Booklet (8.5 x 11)

Files Add Files

Grade 1 Unit 1 - Teac...
Grade 1 Unit 1 - Teac...

* Job Name 1
ELA Grade 1 Unit 1

* Quantity 1 * Pages 202

Coil Bind Booklet

☐ Print on Outside and Inside:P...
☐ Back Cover ▶
☐ No Back Cover

Media

☐ Media(Copy Paper, Wh...

Finishing

☐ Binding Finish ▶
Binding Finish - Left
☐ Shrink Wrap ▶
No Shrink Wrap

Right-click on a page in the Visual Product Builder screen and select 'Color or B&W' option.

You will then have the option to select between color printing or B&W printing for that specific page.

Insert Tab Before
Insert Tab After
Insert Blank Before
Insert Blank After
Move to 'n' Page
Remove Page
Color or B&W ▶ B&W
Change Media of this page Color

oklet (8.5 x 11)

Once selections are made, users can visually see the changes on the screen.

Pricing for B&W printing is \$0.02 per side & pricing for color printing is \$0.06 per side. Mixed impressions will price accordingly.

How to Order: Coil Bound Booklet

Mixed Impressions in Job (B/W & Color prints combined) (continued)

Users can also view mixed impressions in the 'Special Pages' button at the bottom of the job menu.

Once the user selects the 'Special Pages' button, a window will pop-up to allow the user to view all of the rules associated with the special pages.

Users can select, in rule format view, all of the different pages within the job that the user is requesting to be on different media than the entire job or if the user wishes to print that particular page in color or B&W versus the rest of the job.

Unit Price \$1.20 Total Price \$1.20

How to Order: Coil Bound Booklet

Mixed Media in Job (Different paper types/colors within job)

Users can also select different media types for certain pages within the job. This option is only available for the following products: Basic Copy Request – Letter, Perfect Bind Booklet, and Coil Bound Booklet.

Coil Bound Booklet (8.5 x 11)

Right-click on the Visual Product Builder screen will give you specific job options. Select the 'Change Media of this Page' to change the media type for that specific page only.

Insert Tab Before
Insert Tab After
Insert Blank Before
Insert Blank After
Move to 'n' Page
Remove Page
Color or B&W
Change Media of this page

Media

Filter Size: Any Size

	Card Stock, Amethyst	US Letter
	Card Stock, Blue	US Letter
	Card Stock, Canary	US Letter
	Card Stock, Gold	US Letter
	Card Stock, Gray	US Letter
	Card Stock, Green	US Letter
	Card Stock, Ivory	US Letter

☒ Fit content to paper - scale content up or down (use when file and page are different sizes)

Cancel OK

Once the 'Change Media of this Page' option is selected, a window will pop-up to allow users to select the specific media for the selected page.

Only available colors and paper type will be available to you. Please note the print shop does not stock all colors or paper types.

How to Order: Coil Bound Booklet

Mixed Media in Job (Different paper types/colors within job) (continued)

t (8.5 x 11)

After the selection is made, you will see changes on the Visual Product Builder screen.

Please note, selections will only affect the side of the page you selected.

If you wish to have an entire sheet to be on different media, then you will also need to select the next page and also change the media type on that page too.

This will allow for printing on both sides of the sheet, on the different paper type.

- Insert Tab Before
- Insert Tab After
- Insert Blank Before
- Insert Blank After
- Move to 'n' Page
- Remove Page
- Color or B&W
- Change Media of this page

Support

If you have any questions or need additional support, please contact:

Julian Solis
jsolis@paramount.k12.ca.us
562-602-8088